



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Legal Counsel (363-410-5798 XXX)
SALARY: \$3834 - \$4208 (Range A)
TENURE/TIME BASE: Permanent/Full Time
FINAL FILING DATE: November 18, 2005

DUTIES:

The Legal Counsel will study, interpret, and apply laws, court decisions, and other legal authorities in the preparation of cases, opinions, and briefs; prepare legal documents, memoranda, digests, summaries, and reports; assist in the presentation of cases before courts and administrative bodies and independently present the less difficult cases; assemble and evaluate evidence; secure and interview witnesses; assist in and hold hearings; conduct special investigations involved in the enforcement of State laws and departmental rules and regulations; do a wide variety of legal research; prepare opinions and advise staff members regarding the legal effect of rules and regulations, proposed legislative measures, statutory law, court decisions, and administrative actions; dictate correspondence and reports.

DESIRABLE QUALIFICATIONS:

The successful candidate should demonstrate the ability to independently and effectively analyze legal principles and precedents and apply them to legal and administrative problems, have the ability to work with broad discretion and be able to handle hearings and cases likely to be appealed in the courts, meeting all required deadlines. Experience in administrative law or labor relations is desirable, but not necessary.

WHO MAY APPLY:

SROA/Surplus candidates, current State employees or those with reinstatement eligibility at a level of responsibility equivalent to Legal Counsel, Range A, or those with transfer or list eligibility are encouraged to apply. Applications will be screened and only the most qualified candidates will be scheduled for an interview. All applicants must enter the position number and clearly indicate the basis of their eligibility on the State Application Form (STD 678) next to the job title.

SUBMIT APPLICATIONS/RESUMES TO: Department of Personnel Administration
1515 S Street, North Building, Suite 400
Sacramento, CA 95814

Attn: Warren Stracener, Legal Division

(RPA# 05-154)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.